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## Registration Steps

### Step 1: Go to your Neighborhood School

Please go to your child's neighborhood school on February 14 or February 15, 2019 any time between 9:00 a.m. and 3:00 p.m. to bring in residency documents and a certified copy of your child's birth certificate (which will be returned). A list of acceptable documents to show residency can be found below.

### Step 2: Complete Online Registration

As of February 14, a link will be live on this webpage that will allow you to access our online registration process through the system Skyward. *You must complete online registration in addition to going to your neighborhood school.*

When you click the website link, submit the form that opens after completing all required fields. You will receive an email with a username/password and a link to access the enrollment application.

In this application, you will complete a series of simple steps to enter demographic information and other key data such as allergy and medication notes, and you will sign-off on required forms, such as AM/PM preference for kindergarten.

### Step 3: Watch for an Email Verifying Enrollment

Shortly after February 16, you'll receive an email that all needed materials have been received and your child has been approved for enrollment. The email will also contain information about creating your Skyward Family Access account.

### Step 4: Pay Fees and Complete PTO Registration

You will be asked to pay required fees for the 2019-20 school year through Skyward and SchoolPay. You can also purchase optional items at that time. You will also receive directions on how to complete registration for your child's school Parent-Teacher Organization (PTO).